



# Job Opportunity

## State Controller's Office

**Position:** Program Technician

Statewide

**Location:** Division of Collections  
3301 C Street, Suite 712, Sacramento, CA 95816

**Issue Date:** January 30, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Susan Lash, (916) 322-1812

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

\* Free Parking Provided

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-550-9927-091  
Ref 1.26.RPT2

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With general supervision provided by the Supervising Program Technician III, the Program Technician is responsible for the less difficult review and processing of unclaimed property reports received. Duties include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Review the less difficult unclaimed property reports for compliance to Unclaimed Property law, regulations and reporting procedures;
- Take necessary action to correct reporting deficiencies, which may include contacting holders or administrators of unclaimed property;
- Answer and respond to telephone inquiries regarding reporting issues;
- Assist with various special projects and assignments, which involve database queries, research of files, preparation of lists, etc;
- Prepare reports for processing to dock storage and State Records Center;
- Using PC applications, enter, edit, and maintain pertinent data that is used to track the status of unclaimed property reports.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Collections  
3301 C Street, Suite 712  
Sacramento, CA 95816

Attn: Susan Lash

Reference 051-550-9927-091.Ref 1.26.RPT2 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).